



# WESMANS

## **We are looking for new talents**

*After more than a century operating in Norway, Wesmans expanded to Sweden and most recently to Denmark. Our ambition is to be the Scandinavian partner-of-choice to the Marine Insurance Industry. We take pride in having a team of highly qualified and dedicated co-workers serving our Principals on a 24/7-basis, 365 days a year. This has also been recognized, resulting in a steadily increase in demand for our services, within Claims Management as well as Marine Survey. Therefore, we are now looking for new talents to join our team.*

## **Job vacancy – Survey Coordinator, Gothenburg, Sweden – part time (possibility to full time)**

Our business is growing and we are now looking for an additional member to our Survey Coordination Desk in Gothenburg. The main duties will include but not limited to; respond to survey requests, coordinate surveys in Sweden, Norway, Denmark and Finland. Prepare and submit quotations, cross checking survey reports, invoicing and administration.

The Survey Coordination Desk is the back-bone of Wesmans Survey Team. For many of our Principals you will be the first point of contact and assure that they receive best possible service meeting with their requirements. Supported by our existing Survey Coordinator you will be an important part of the Survey Team.

### Skills and capabilities:

- Experience from Shipping-, Transport-, Logistics- or the Marine insurance industry
- Service minded and flexible with a commercial acumen
- Structured and efficient, with good administrative skills and attention to detail
- Excellent collaborative skills (team player)
- Excellent command of any of the Scandinavian languages and English. Good working knowledge of German is an advantage

### Key responsibilities:

- Receive and manage survey request, prepare and submit quotations
- Coordinate surveys and follow-with Principals
- Register assignments in our systems and promptly update the systems with correct information
- Maintain a high service level towards our Principals and their clients
- Invoicing and administration
- Participate in meeting with clients and travel to Survey conferences

Start: As soon as possible or as per agreed

Working hours: Part time 50% (possibility to full time)

Location: Gothenburg, Sweden

Should you find the position to be of interest, we would be happy to hear from you. For further questions please contact Mikael Broberg on +46 (0)72 885 38 09 or send your application to: [work@wesmans.com](mailto:work@wesmans.com) before **the 10<sup>th</sup> June 2017**.